

Lisa Sulka

*Mayor*

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Larry Toomer

*Mayor Pro Tempore*

Marc Orlando

*Town Manager*



*Council Members*

Fred Hamilton

Dan Wood

Harry Lutz

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Sandra Lunceford

*Town Clerk*

## **Town of Bluffton Request for Proposals Custodial Services RFP #2016-27**

### **OVERVIEW**

The Town of Bluffton, South Carolina (Town) is seeking proposals from interested and highly qualified organizations and firms with the experience in providing Custodial Services, under a fixed price contract. The target date for performing these services is April of 2016.

Sealed proposals, including supporting documentation, are due by Monday, February 8, 2016 at 3:00 p.m. at Town Hall, 20 Bridge Street, Bluffton, South Carolina 29910. Submittals shall be clearly marked as: RFP 2016-27 Custodial Services and offerors must include one (1) original, four (4) copies by the stated deadline.

Mailing Address:     Town of Bluffton  
                              Attn: Ron Olson  
                              PO Box 386  
                              Bluffton, South Carolina 29910

Proposals delivered after the time and date set for receipt of proposals shall not be accepted and will be returned unopened to the offeror. It is the offeror's responsibility to ensure timely delivery of their proposal. Weather, flight delays, carrier errors and other acts of otherwise excusable neglect are risks allocated to offerors and will not be exempted from deadline requirements. E-mail, telephone, or facsimile proposals will not be accepted.

All proposals submitted should include a current e-mail address. Once selection is complete, Notice of Award shall be posted on the Town's website. Notice of Award and notices of non-award, shall be sent to all Offerors via e-mail. No hard copies will be sent regular mail unless specifically requested.

The words "Bidder", "Offeror", "Proposer", "Vendor", and "Firm" are used interchangeably throughout this RFP, and are used in place of the person, vendor, or corporation submitting a bid.

## **Mandatory On-Site Meeting**

Offerors are required to attend an on-site meeting to visually inspect the buildings and fully understand the scope of work. This meeting will be held at 10:00 a.m. on January 22, 2016, at Town Hall, 20 Bridge Street, Bluffton, South Carolina 29910. Failure to attend this meeting will result in disqualification of any response to this RFP.

## **Questions**

Any questions must be submitted in writing on or before Friday, January 29, 2016 by 10:00 a.m. to the contact noted below. All questions, related answers and addendums, if any, will be posted in the same location as the RFP on the Town's website at [www.townofbluffton.sc.gov](http://www.townofbluffton.sc.gov).

Contact: Ron Olson  
Facilities Administrator  
Public Works  
Email: [rolson@townofbluffton.com](mailto:rolson@townofbluffton.com)  
Mail: Town of Bluffton  
Attn: Ron Olson  
PO Box 386  
Bluffton, South Carolina 29910

## **Proprietary and/or Confidential Information**

Your proposal or bid is a public document under the South Carolina Freedom of Information Act (FOIA), except as to information that may be treated as confidential as an exception to disclosure under the FOIA. If you cannot agree to this standard, please do not submit your bid or proposal.

All information that is to be treated as confidential and/or proprietary must be CLEARLY identified, and each page containing confidential and/or proprietary information, in whole or in part, must be stamped and/or denoted as CONFIDENTIAL, in bold, in a font of at least 12 point type, in the upper right hand corner of the page. All information not so denoted and identified may be subject to disclosure by the Town.

## **SCOPE OF SERVICES**

This Scope of Services defines the minimal acceptable performance by the contractor in providing defined custodial services at all the identified Town of Bluffton facilities and sites, including parks, concession areas, walkways, and related areas.

The Town will consider entering into a contract with a qualified and responsible company/firm. The agreement will be for a term of one (1) year with the option to renew for two (2) additional one (1) year periods. The awarded firm shall be on probation for a six (6) month period during the first year of the contract. A performance review will be conducted after the six (6) month probationary period. Should the Town determine the awarded firm cannot perform satisfactorily within the required scope of services; the contract may be terminated by the Town. The firm shall be required to maintain the prices indicated in its proposal for the first year of the initial agreement. Renewals shall be mutually agreed upon in writing by both the Town and the Contractor with an option for price redetermination to be reviewed prior to the new renewal period.

There are currently 8 locations within the Town in which custodial services are to be provided. They are as follows:

**Town Hall**

20 Bridge Street

Bluffton, SC 29910

Regular Occupancy Hours: Monday through Thursday (8:00 a.m. to 5:30 p.m.)  
Friday's (8:00 a.m. to 1:00 p.m.)

**Law Enforcement Center**

101 Progressive Street

Bluffton, SC 29910

Regular Occupancy Hours: Monday through Thursday (8:00 a.m. to 5:30 p.m.)  
Friday's (8:00 a.m. to 1:00 p.m.)

**Stormwater Division**

1261 May River Road

Bluffton, SC 29910

Regular Occupancy Hours: Monday through Thursday (8:00 a.m. to 5:30 p.m.)  
Friday's (8:00 a.m. to 1:00 p.m.)

**Law Enforcement Sub Station**

1264 May River Road

Bluffton, SC 29910

Regular Occupancy Hours: Monday through Thursday (8:00 a.m. to 5:30 p.m.)  
Friday's (8:00 a.m. to 1:00 p.m.)

**Public Works**

2 Recreation Court

Bluffton, SC 29910

Regular Occupancy Hours: Monday through Thursday (7:30 a.m. to 5:30 p.m.)  
Friday's (7:30 a.m. to 1:00 p.m.)

**Rotary Community Center**

11 Recreation Court  
Bluffton, SC 29910

Regular Occupancy Hours: Monday, Wednesday, and per event

**DuBois Park**

67 Lawrence Street  
Bluffton, SC 29910

Regular Occupancy Hours: Monday through Sunday

**Oyster Factory Park**

63 Wharf Street  
Bluffton, SC 29910

Regular Occupancy Hours: Monday through Sunday and per event

A. **TOWN HALL** – Custodial Services shall be provided:  
Monday through Friday (after regular occupancy hours).

1. All Areas:

- Vacuum clean the traffic pattern and litter on carpet. Check for spots and stains and remove with a cleaning agent that is recommended for use with particular floor requiring treatment. Clean up all spills;
- Spot-clean walls, ledges, and doors (including jamb, window, knob, push plate, and kick plate) and ledges;
- Dust desks, ledges, vents, and horizontal surfaces;
- Empty all waste receptacles, damp wipe soiled receptacles and clean with an authorized germicidal solution and air-dry. Replace plastic liners when necessary. Remove trash to collection point;
- Remove materials collected in recycling bin to the recycling collection station. Replace plastic liners when necessary. Keep recycled materials separated from common trash; and
- Clean water dispensers with authorized germicidal solution and refill cups. Allow to air dry.

2. Auditorium, Conference Rooms, Costumer Service area, and Offices:

- Dust mop smooth floors (i.e. wood, vinyl, tile/terrazzo). Sweep rough wood/concrete floors;
- Spot-clean glass in doors, partitions and on the interior side of windows to remove smudges;
- Spot-clean desktops; and
- Rearrange furniture to conform to the established pattern for each area.

3. Break Rooms:

- Clean sink, replenish paper towels, and soap

- Clean water dispenser & coffee maker/pot with authorized germicidal solution and refill cups. Allow to air dry.

4. Lavatories:

- Completely inspect and sanitize all restrooms each scheduled cleaning day after all activities are completed. Wet mop restroom floors with authorized germicidal solution. Allow to air dry, but wipe up any excessive standing water or puddles observed after mopping.
- Clean plumbing fixtures, soap dispensers, partitions, mirrors, doors and receptacles with an authorized germicidal solution. Allow to air dry.
- Report faulty plumbing to Public Works & Facilities Management.
- Clean sinks, replenish paper towels, toilet paper, and soap in all rooms.
- Wet mop restroom floors with authorized germicidal solution. Allow to air dry.
- Spot clean, (with dry cloth or cloth with authorized cleaner), walls, ledges, and doors (including jams, windows, knobs, push plates, and kick plates).

5. Semi-Annual Cleaning:

- All floors finishing requiring wax treatment shall be stripped and re-waxed. The Janitorial superintendent and Facilities manager shall determine the number of coats required for each floor application. In no instance shall there be less than 2 or more than 4;
- Shampoo carpet with authorized shampoo;
- Clean all exterior windows with authorized cleaner; and
- Clean all interior windows with authorized cleaner.

**B. LAW ENFORCEMENT CENTER** – Custodial Services shall be provided:

Monday, Wednesday, and Friday (after regular occupancy hours)

1. All Areas:

- Vacuum clean the traffic patterns and litter on any carpets. Check for spots and stains and remove them with a cleaning agent that is recommended for use with particular floor requiring treatment. Clean up all spills;
- Dust mop smooth floors (i.e. wood, vinyl, tile/terrazzo). Sweep rough wood/concrete floors to include Sally Port;
- Thoroughly mop smooth flooring surfaces with a mild sanitizing solution. Allow to air dry, but wipe up any excessive standing water or puddles observed after mopping;
- Spot clean walls, ledges, and doors (including jams, window, knob, push plate, and kick plate) and ledges;
- Dust desks, ledges, vents, and horizontal surfaces;
- Empty all waste receptacles, damp wipe soiled receptacles and clean with an authorized germicidal solution and air-dry. Replace plastic liners when necessary. Remove trash to collection point;

- Remove materials collected in recycling bin to the recycling collection station. Replace plastic liners when necessary. Keep recycled materials separated from common trash; and
  - Clean water dispensers with authorized germicidal solution and refill cups. Allow to air dry.
2. Lavatories, Cell Block, Evidence Receiving Area, and Adjoining Laboratory:
- Completely inspect and sanitize all restrooms each scheduled cleaning day after all activities are completed;
  - Clean plumbing fixtures, soap dispensers, partitions, mirrors, doors and receptacles with an authorized germicidal solution. Allow to air dry, but wipe up any excessive standing water or puddles observed after mopping;
  - Report faulty plumbing to Public Works & Facilities Management;
  - Clean sinks, replenish paper towels, toilet paper, and soap in all rooms;
  - Wet mop restroom floors with authorized germicidal solution. Allow to air dry; and
  - Spot clean, (with dry cloth or cloth with authorized cleaner), bunks, walls, ledges, and doors (including jams, windows, knobs, push plates, and kick plates).
3. Semi-Annual Cleaning: Conference Rooms, Laboratories, Lounges, Media Centers, and Offices:
- All floors finishing requiring wax treatment shall be stripped and re-waxed. The Janitorial superintendent and Facilities manager shall determine the number of coats required for each floor application. In no instance shall there be less than 2 or more than 4;
  - Shampoo carpet with authorized shampoo;
  - Clean all exterior windows with authorized cleaner; and
  - Clean all interior windows with authorized cleaner.

**C. OTHER TOWN FACILITIES** – Stormwater, Police Sub-Station/Engineering, and Public Works Custodial Services shall be provided:  
Monday, Wednesday, and Friday (after regular occupancy hours)

1. All Areas:
- Vacuum clean the traffic patterns and litter on any carpets. Check for spots and stains and remove them with a cleaning agent that is recommended for use with particular floor requiring treatment. Clean up all spills;
  - Dust mop smooth floors (i.e. wood, vinyl, tile/terrazzo). Sweep rough wood/concrete floors;
  - Thoroughly mop smooth flooring surfaces with a mild sanitizing solution. Wet mop restroom floors with authorized germicidal solution. Allow to air dry, but wipe up any excessive standing water or puddles observed after mopping;
  - Spot clean walls, ledges, and doors (including jams, window, knob, push plate, and kick plate) and ledges;
  - Dust desks, ledges, vents, and horizontal surfaces;

- Empty all waste receptacles, damp wipe soiled receptacles and clean with an authorized germicidal solution and air-dry. Replace plastic liners when necessary. Remove trash to collection point;
- Remove materials collected in recycling bin to the recycling collection station. Replace plastic liners when necessary. Keep recycled materials separated from common trash; and
- Clean water dispensers with authorized germicidal solution and refill cups. Allow to air dry.

2. Lavatories:

- Completely inspect and sanitize all restrooms each scheduled cleaning day after all activities are completed;
- Clean plumbing fixtures, soap dispensers, partitions, mirrors, doors and receptacles with an authorized germicidal solution. Allow to air dry;
- Report faulty plumbing to Public Works & Facilities Management;
- Clean sinks, replenish paper towels, toilet paper, and soap in all rooms;
- Wet mop restroom floors with authorized germicidal solution. Allow to air dry, but wipe up any excessive standing water or puddles observed after mopping; and
- Spot clean, (with dry cloth or cloth with authorized cleaner), walls, ledges, and doors (including jams, windows, knobs, push plates, and kick plates).

3. Semi-Annual Cleaning: Conference Rooms, Laboratories, Lounges, and Offices:

- All floor finishing requiring wax treatment shall be stripped and the placement of wax. The Janitorial superintendent and Facilities manager shall determine the number of coats required for each floor application. In no instance shall there be less than 2 or more than 4;
- Shampoo carpet with authorized shampoo;
- Clean all exterior windows with authorized cleaner; and
- Clean all interior windows with authorized cleaner.

***D. ROTARY COMMUNITY CENTER*** – Custodial Services shall be provided:  
**Monday, Wednesday, and per event**

1. All Areas:

- Wet mop smooth floors (i.e. wood, vinyl, tile/terrazzo) with authorized germicidal solution. Allow to air dry, but wipe up any excessive standing water or puddles observed after mopping;
- Spot-clean walls, ledges, and doors (including jamb, window, knob, push plate, and kick plate) and ledges;
- Clean glass in doors to remove smudges;
- Dust ledges, vents, and horizontal surfaces;
- Empty all waste receptacles, damp wipe soiled receptacles and clean with an authorized germicidal solution and air-dry. Replace plastic liners when necessary. Remove trash to collection point; and

- Rearrange furniture to conform to the established pattern for each area.

2. Lavatories:

- Completely inspect and sanitize all restrooms each scheduled cleaning day after all activities are completed;
- Clean plumbing fixtures, soap dispensers, partitions, mirrors, doors and receptacles with an authorized germicidal solution. Allow to air dry, but wipe up any excessive standing water or puddles observed after mopping;
- Report faulty plumbing to Public Works facilities management;
- Clean sinks, replenish paper towels, toilet paper, and soap in all rooms;
- Wet mop restroom floors with authorized germicidal solution. Allow to air dry; and
- Spot clean, (with dry cloth or cloth with authorized cleaner), walls, ledges, and doors (including jams, windows, knobs, push plates, and kick plates).

3. Outdoors Entrances, Covered Porch, and Building Foundations: **Weekends Only**

- Sweep all entrance areas, covered walkways, and sidewalks to remove soil and sand;
- Clean and maintain cleanliness of exterior entrance;
- Remove cobwebs from all entrance areas;
- Remove obvious debris from all parking lots, lawns, and grounds surrounding each building; and
- Empty outdoor waste receptacles. Replace plastic liners as necessary. Spot clean soiled receptacles with authorized germicidal solution. Allow to air dry.

4. Semi-Annual Cleaning:

- All floors finishing requiring wax treatment shall be stripped and re-waxed. The Janitorial superintendent and Facilities manager shall determine the number of coats required for each floor application. In no instance shall there be less than 2 or more than 4;
- Clean all exterior windows with authorized cleaner;
- Clean all interior windows with authorized cleaner;
- Clean and degrease the commercial hood and stove; and
- Disconnect and remove dishwasher to pressure wash.

**E. DUBOIS PARK** – Custodial Services to be provided:  
Monday through Sunday

1. Lavatories:

- Restroom facilities at Park locations are opened and cleaned daily with additional cleanings on weekends, holidays, and during the visitors' high season between Memorial Day and Labor Day.
- Completely inspect and sanitize all restrooms each scheduled cleaning day after all activities are completed;



- Clean plumbing fixtures, soap dispensers, partitions, mirrors, doors and receptacles with an authorized germicidal solution. Allow to air dry;
  - Report faulty plumbing to Public Works facilities management;
  - Clean sinks, replenish paper towels, toilet paper, and soap in all rooms;
  - Wet mop restroom floors with authorized germicidal solution. Allow to air dry, but wipe up any excessive standing water or puddles observed after mopping;
  - Spot clean, (with dry cloth or cloth with authorized cleaner), walls, ledges, and doors (including jams, windows, knobs, push plates, and kick plates);
2. Outdoors Entrances, Covered Walkways, and Building Foundations: **Weekends Only**
- Sweep all entrance areas, covered walkways, and sidewalks to remove soil and sand;
  - Clean and maintain cleanliness of exterior entrance;
  - Remove cobwebs from all entrance areas;
  - Remove obvious debris from all parking lots, lawns, and grounds surrounding each building;
  - Clean picnic tables each visit;
  - Empty outdoor waste receptacles. Replace plastic liners as necessary. Spot clean soiled receptacles with authorized germicidal solution. Allow to air dry.

**F. OYSTER FACTORY PARK** - Custodial Services to be provided:  
Monday through Sunday and per event

1. Lavatories:
- Restroom facilities at Park locations are opened and cleaned daily with additional cleanings on weekends, holidays, and during the visitors' high season between Memorial Day and Labor Day.
  - Completely inspect and sanitize all restrooms each scheduled cleaning day after all activities are completed;
  - Clean plumbing fixtures, soap dispensers, partitions, mirrors, doors and receptacles with an authorized germicidal solution. Allow to air dry;
  - Report faulty plumbing to Public Works facilities management;
  - Clean sinks, replenish paper towels, toilet paper, and soap in all rooms;
  - Wet mop restroom floors with authorized germicidal solution. Allow to air dry, but wipe up any excessive standing water or puddles observed after mopping;
  - Spot clean, (with dry cloth or cloth with authorized cleaner), walls, ledges, and doors (including jams, windows, knobs, push plates, and kick plates);
2. Outdoors Entrances, Covered Walkways, and Building Foundations: **Weekends Only**
- Sweep all entrance areas, covered walkways, and sidewalks to remove leaves, soil, and sand;
  - Clean and maintain cleanliness of exterior entrance;
  - Remove cobwebs from all entrance areas;
  - Remove obvious debris from all parking lots, lawns, and grounds surrounding each building;

- Clean picnic tables each visit;
- Empty outdoor waste receptacles. Replace plastic liners as necessary. Spot clean soiled receptacles with authorized germicidal solution. Allow to air dry.

**G. MISCELLANEOUS** - As Needed Custodial Service to be provided:

- Incidental graffiti removal from the interiors and exteriors of Town buildings;
- Occasional required extra, full cleanings at the Rotary Community Center, DuBois Park, Oyster Factory Park, and Law Enforcement Center prior to an event. (provide price per extra cleaning);
- Occasional required “quick” clean price to clean restrooms, kitchen area (if provided), blow-off entrance way/porch at RCC, DuBois, Oyster Factory, and LEC.
- If excessive mess from an event occurs at Rotary Community Center, additional fees will be charged;
- Clean the deep fryer when it is used and dispose of the oil;
- Scheduling work around public, scheduled meetings;
- Accommodating reasonable requests by Town Manager or Town Directors;
- It is in the best interest of the Town that all buildings are safe for occupancy. It is the responsibility of all contractor personnel to promptly report all safety hazards to the Facilities Manager or Public Works Director; and
- Post-event cleaning support of litter/trash following major festivals and Christmas Parade.

**H. ADD ALTERNATE - SPECIALTY SERVICES:** As needed (24 hour ON CALL) custodial services to be provided:

- Vendor will be required to be Occupational Safety Health Administration (OSHA) certified and provide as needed (24 hour on call) services for extra sanitizing of the Law Enforcement Center cell blocks due to an individual in custody that may urinate, defecate, or blood loss;
- Proper removal of Bio-Hazardous materials collected by service provider and disposal of those contents to an authorized offsite location; and
- Required response time by the vendor to respond shall be at a maximum of 2 hours after the initial contact has been made to the vendor from the police department.

**I. ADDITIONAL REQUIREMENTS**

1. The custodial services contractor will not be responsible for cleaning closets primarily used for electrical, mechanical, plumbing, and/or information technology equipment.
2. Vendor shall be required to complete time in / time out sheet (Attachment 4) for each location being cleaned and submit those individual sheets with monthly invoice.

## **QUALIFICATIONS**

The individuals and/or firm must:

1. Demonstrate experience in providing the requested services.
2. Obtain a Town of Bluffton Business License.
3. Carry the appropriate levels of General Liability, Professional Liability, Worker's Compensation, and Auto insurance.
4. Provide a list of qualified staff available for the services to be provided and enclosed a detailed resume for the proposed staff who will be assigned to the Town.
5. All personnel employed by the services provider and being utilized for services for the Town will be required to perform criminal background checks through the Town of Bluffton Police Department.

## **PROPOSAL SUBMITTALS**

Proposal submittals should contain:

1. A cover letter.
2. Detailed information regarding the offeror's experience in providing similar services. Please be sure to include a listing of all contracts proposer is currently committed to.
3. Listing of project managers for this project and their resumes.
4. Number of employees being assigned to the project and a listing of equipment currently owned by proposer.
5. A minimum of three (3) references, including contact names, email addresses, and phone numbers.
6. All pricing forms to be completed in their entirety. If unable to provide a certain service or price, indicate No Bid on the form for that service.
7. Copy of Town of Bluffton Business License or letter of commitment to obtain Town Business License if contract is awarded.
8. Listing of individual and/or firm's current insurance policy limits for General Liability, Professional Liability, Worker's Compensation and Auto insurance policies.
9. If applicable, documentation of offeror's qualification as a Local Business and/or as a Minority or Disadvantaged Business Enterprise.

## **EVALUATION CRITERIA**

Proposals will be evaluated on the following criteria with the associated weighting for each criterion:

1. Related experience on similar projects - 25%
2. Ability to provide the services requested based on the number of personnel and equipment listed for the services to be performed - 20%
3. Proposed costs - 35%
4. Review of References – 10%

5. Preference for Minority or Disadvantaged Business Enterprise or Local Business - 10%

## **TOWN OF BLUFFTON RIGHTS**

Proposals must be signed by an official of the company authorized to bind the offeror, and it shall contain a statement that the proposed price is good for a period of at least ninety (90) days from the submittal date.

The Town reserves the right to refuse any and all proposals and to waive any technicalities and formalities. The Town reserves the right to negotiate with all qualified offerors. The Town may cancel this solicitation in part or in its entirety if it is in the Town's best interest to do so.

This solicitation does not commit the Town to award a contract, or to pay for any cost incurred in the preparation of your proposals, or to procure or contract for any articles of goods or services.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods or services.

### **Attachments:**

1. Cost Proposal
2. List of Employees
3. List of Equipment
4. Time In / Time Out Sheet
5. List of References
6. Sample Town of Bluffton Agreement
7. Local Preference Certification Statement

COST PROPOSAL

OFFER SHEET FOR \_\_\_\_\_ TOWN OF BLUFFTON (A separate Offer Sheet is required for each Town Facility proposed).

NOTE: In the space provided below, provide the weekly service, required number of hours/custodian, hourly rate, and number of assigned custodians at each location including project manager, and supervisor for the following services.

Services (Mon-Sun)	Number of Hours/Custodian	Cost per Custodian (Hourly rate)	Number of Custodians (Required)

Total Custodial Services:

\$ \_\_\_\_\_ (Per month)      \$ \_\_\_\_\_ (Per year)

SERVICE CALL HOURLY RATES: Provide a price per man-hour for providing service call and additional cleaning required services when ordered that are in addition to the services specified herein for the standard services. These services provision are intended to be used to satisfy the Town's quick service and per an event.

Service Call Hourly Rates:

CUSTODIAN      \$ \_\_\_\_\_ /HOUR  
SUPERVISOR      \$ \_\_\_\_\_ /HOUR

Additional Cleaning Fees Hourly Rates: (Per event)

CUSTODIAN      \$ \_\_\_\_\_ /HOUR  
SUPERVISOR      \$ \_\_\_\_\_ /HOUR

ADD ALTERNATE: As needed (24 hour ON CALL) custodial services to be provided for extra sanitizing of the Law Enforcement Center cell blocks: (Removal of Bio-Hazardous materials)

CUSTODIAN      \$ \_\_\_\_\_ /HOUR  
SUPERVISOR      \$ \_\_\_\_\_ /HOUR

Pricing forms to be completed in their entirety. If unable to provide a certain service or price, indicate No Bid on the form for that service.

LIST OF EMPLOYEES

Contractor must supply a list of the project managers, custodial staff and their resumes for each Site proposed including Supervisors and Head Custodians. Identify day custodians separate from evening custodians.

Location /Site: \_\_\_\_\_

Daily:

# Employees (FTE)	Position	Hours

Annually:

# Employees (FTE)	Position	Hours

### EQUIPMENT LIST

Contractor must supply a list of the equipment to utilize at the Town to adequately perform all cleaning task in semi-annual cleanings.

Item	Model	Make	Type	Replacement Value

# Weekly Timecard

Attachment 4



Employee Name	
Month	
Period Start/Ending	

Facility	Mon In/Out	Tue In/Out	Wed In/Out	Thu In/Out	Fri In/Out	Sat In/Out	Sun In/Out	Extra	Total
Town Hall									0.00
Law Enforcement Center									0.00
Stormwater									0.00
Police Sub-Station/Engineering									0.00
Public Works									0.00
Rotary Community Center									0.00
DuBois Park									0.00
Oyster Factory Park									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
									0.00
Total Hrs:	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00

Note: Use increments of 0.25 (15 minutes) when recording hours.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Name: \_\_\_\_\_





Town of Bluffton  
Reference Form  
RFP 2016-27

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	Email Address:
Services Provided / Date(s) of Services:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	Email Address:
Services Provided / Date(s) of Services:	

Company Name:	Contact Person:
Address:	Telephone Number:
City, State, Zip:	Email Address:
Services Provided / Date(s) of Services:	

**TOWN OF BLUFFTON AGREEMENT**  
**Contract Number <200X-XX>**

**COUNTY OF BEAUFORT**

**STATE OF SOUTH CAROLINA**

**THIS AGREEMENT** is made the \_\_\_\_\_ of \_\_\_\_\_, 201\_ between <Contractor> (hereinafter called "Contractor") and the Town of Bluffton (hereinafter called "Town"), a municipal corporation organized and existing under the laws of the State of South Carolina.

**WHEREAS**, the Town desires <purpose of contract>; and

**WHEREAS**, the Town and Contractor desire to enter into an Agreement wherein the Contractor shall provide such services as set forth herein below:

**NOW, THEREFORE**, for and in consideration of the mutual promises, undertaking and covenants set forth herein, the receipt and sufficiency of which are acknowledged and affirmed by the Town and the Contractor, the parties hereto agree as follows:

1. Services/Schedule: The Contractor shall perform services per the attached scope of work and schedule in "Attachment 1".
2. Deliverables: The deliverables resulting from execution of the above mentioned work shall be:  
    <Deliverables>
3. Fees: The total cost of these services shall be \$ <Costs> per "Attachment 2".
4. Invoicing: The Contractor shall send invoices to the Town of Bluffton, PO Box 386 Bluffton, SC 29910, Attn: <Project Manager>. The invoice should reference contract number <200X-XX> Approved invoices shall be paid within 30 days upon receipt of invoice.
5. General Terms and Conditions:
  - a. The contractor is required to maintain appropriate levels, in the Town's sole opinion, of insurance for general liability, auto liability, professional liability, and workers compensation coverage. The contractor must provide the Town with a Certificate of Insurance for each that names the Town as an additional insured. The contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
  - b. Work will commence at NOTICE TO PROCEED and expire upon completion and acceptance of the project. All deliverables, whether goods, services, supplies, or other, shall become the property of the Town. Any deliverables that may be provided in hard copy and electronic form, such as drawings, plans, specifications, reports, or other, shall be provided in such formats and orientations as required by the Town.
  - c. Contractor shall be licensed to perform the work including, but not limited to, a current Town of Bluffton Business License and any required State of South Carolina license.
  - d. Contractor shall comply with the most current Federal and State of South Carolina Laws and Regulations, including but not limited to, Fair Labor Standards Act and Occupational Safety and Health Administration guidelines.
  - e. In the event the Contractor is required to hire Sub-Contractors, those Sub-Contractors must be appropriately licensed by the Town of Bluffton. The Contractor must provide the Town with a list of all Sub-Contractors and to immediately notify the Town of any changes. Use of non licensed Sub-Contractors is grounds for termination.

- f. The Town Manager or his designee may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience of the Town, the Town will pay the Contractor for costs incurred to that date of termination.
- g. Should any part of this Agreement be rendered void, invalid or unenforceable by a court of law, such a determination shall not render void, invalid or unenforceable any other part of this Agreement.
- h. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
- i. This Agreement may not be modified nor any additional work performed unless such modification or work is approved in writing and signed by both parties. The Contractor may not assign this contract without the prior written approval of the Town.
- j. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or an appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
- k. In the event the Town has to proceed to litigation to protect or enforce its rights, the Town shall be entitled to recover its reasonable attorney fees and costs.
- l. Unless otherwise specified in this Agreement, Contractor shall provide a one (1) year warranty for the work performed hereunder, with said time to be measured from the date of final acceptance of the work by the Town.
- m. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by the Agreement. Nothing contained herein creates any relationship between the Town and Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement. The conduct and control of the Contractor's agents and employees and methods utilized in fulfilling its obligations hereunder shall lay solely and exclusively with the Contractor. The contractor's agents or employees shall not be considered employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town

**IN WITNESS WHEREOF**, the parties hereto affixed their signatures hereto the date first written hereinabove.

<CONTRACTOR NAME>

TOWN OF BLUFFTON

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Position: \_\_\_\_\_

Position: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Witnesses: \_\_\_\_\_

Attachments:

- 1.
- 2.



## Local Preference Certification Statement

I certify that my company meets all of the following qualifications to be eligible for the local vendor preference:

(1). That my company maintains an office within the legally defined boundaries of Beaufort County and have a majority of full time employees, chief officers, and managers regularly conducting work and business from these offices.

(2). That my company has held a valid Town Business License for a consecutive period of at least two years prior to the date for application for certification.

I make this certification with full knowledge that should any information provided prove to be false, that my company could be excluded from bidding on Town procurements for a period of three years.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Type of Products or Services: \_\_\_\_\_

Business License Number: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fax Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_

Notary Public for the State of \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

To be completed by Authorized Town Representative:

Vendor Certified: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Signature